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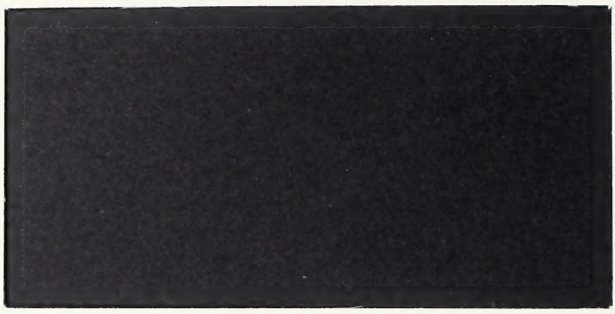
MODULE II WORKBOOK
CAREER BLOCKS



Alberta

PERSONNEL ADMINISTRATION

CANADIANA

MAY 28 1991

MODULE II WORKBOOK
CAREER BLOCKS

In this module you will look at career blocks and how they may hamper your progress in career planning. More specifically you will learn about:

- physical/tangible career blocks and emotional blocks
- your own career blocks and how childhood messages may have caused them
- self-esteem and how that may affect your career planning
- ways of overcoming your own career blocks
- support networks that will assist you in your career planning

Turn on the tape when you are ready.

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CAREER BLOCKS

CAREER BLOCKS ARE ANYTHING YOU SEE AS STANDING IN THE WAY OF A CAREER CHOICE.

CAREER BLOCKS

FEARS

MONEY

TIME

WHERE I AM SUPPORT **WHERE I WANT TO BE**

ENERGY

EDUCATION

CONFIDENCE

GUILT

HEALTH

CAREER BLOCKS CAN BE:

PHYSICAL BLOCKS

FINANCES

EDUCATION

FAMILY RESPONSIBILITIES
(time, energy)

HEALTH

EMOTIONAL BLOCKS

FEAR ...
of failure
of success
of disapproval
of making wrong choice
of going back to school
of applying on jobs

CONFIDENCE

GUILT

FEELING OVERWHELMED

INERTIA

CAREER BLOCKS: CHILDHOOD MESSAGES

Write down the messages that came to you as you heard each phrase on the tape. Then turn the page and answer the two questions that follow:

doing work _____

_____

getting educated _____

_____

being on time _____

_____

achieving success _____

_____

having brains _____

_____

being attractive/ugly _____

_____

being a woman/man _____

_____

using money _____

_____

being good/bad _____

_____

developing talents _____

_____

being an achiever/non-achiever _____

_____

What messages do you want to keep?

What messages do you want to change? Write down your new messages.

Now Turn The Tape On Again.

THREE PEOPLE I ADMIRE

1. Name: _____

   Character Traits: _____

   _____

   _____

   _____

   _____

   _____

2. Name: _____

   Character Traits: _____

   _____

   _____

   _____

   _____

   _____

3. Name: _____

   Character Traits: _____

   _____

   _____

   _____

   _____

   _____

Now Turn The Tape Back On.

OVERCOMING CAREER BLOCKS

Let your fears work for you
- fear of never achieving a secret goal or dream can overpower other fears

Identify your blocks--physical and emotional
- be honest with yourself

Develop a clear vision of what you want to be
- get a mental image of yourself in that role

Change your language
- from "I want to be ..." to "I *will* be ..."

Develop a strong support system
- physical and emotional support

Develop an action plan

SUPPORT-NETWORK REVIEW

Everyone needs a strong support network. This becomes especially important when we experience significant changes in our lives. Complete the following inventory to identify your own support-network. Some people will probably appear several times on your list because they provide support to you in several areas of your life.

SOURCE OF SUPPORT	WHO/WHAT	SATISFACTION				
People who ...		Low		Medium		High
1. Provide emotional support (family, close friends)	_____	1	2	3	4	5
	_____	1	2	3	4	5
2. Provide information (career counsellors, people in different occupations)	_____	1	2	3	4	5
	_____	1	2	3	4	5
3. Provide help (with household chores, child care, etc.)	_____	1	2	3	4	5
	_____	1	2	3	4	5
4. Provide recreational or social support	_____	1	2	3	4	5
	_____	1	2	3	4	5
5. Make me think about my beliefs, attitudes, actions	_____	1	2	3	4	5
	_____	1	2	3	4	5
6. Respect me	_____	1	2	3	4	5
	_____	1	2	3	4	5
7. Give me energy, stimulation, enthusiasm	_____	1	2	3	4	5
	_____	1	2	3	4	5
8. Give me encouragement and approval	_____	1	2	3	4	5
	_____	1	2	3	4	5

SOURCE OF SUPPORT	WHO/WHAT	SATISFACTION
People who...		Low Medium High
9. Provide financial support	_____	1 2 3 4 5
	_____	1 2 3 4 5
10. Help me evaluate situations and solve problems	_____	1 2 3 4 5
	_____	1 2 3 4 5
11. Serve as role models or teachers for me	_____	1 2 3 4 5
	_____	1 2 3 4 5
12. _____	_____	1 2 3 4 5
_____	_____	1 2 3 4 5

The size of my present support network is ...

_____

_____

_____

The quality of my present support network is ...

_____

_____

_____

I use my support network most (When? How?) ...

_____

_____

_____

I need to strengthen my support network in the following areas ...

_____

_____

_____

Turn the tape on when you have finished this exercise.

You have now completed the second module. If you wish to discuss any aspect of this module or want further information, call your Career Planning Consultant.

When you request Module III, you may want to make a telephone appointment with your Consultant to discuss the following:

- Your self assessment and how you feel about it.
- Your career options list (if you are having trouble generating options - DON'T PANIC - your consultant will give you further resources and exercises to help you brainstorm career options.

REMEMBER TO RETURN YOUR AUDIO-CASSETTE TAPE TO YOUR CAREER PLANNING CONSULTANT. ONCE IT HAS BEEN RECEIVED, MODULE III WILL BE SENT TO YOU.